

## **TRANSPORTATION AND SUBSISTENCE ALLOWANCE (TRAVEL IN)**

*What is it?*

Expenses associated with traveling to new duty station.

*Guidelines -*

1. The travel status must be more than 12 hours.
2. Transportation to the new duty station maybe by common carrier or POV.
3. Tickets for common carriers should be obtained through Travel Management Centers.
4. Use of a POV is considered advantageous to the Government without further justification. Use of more than one POV, however, may only be authorized if one of the following applies:
  - There are more members of the immediate family than reasonably can be transported, with luggage, in one vehicle.
  - Due to age or physical condition, special accommodations are required to transport a family member in one vehicle and a second vehicle is required for other family members.
  - An employee must report for duty ahead of the family for an acceptable reason, such as the completion of a school term, the sale of property, the settlement of personal business affairs, the disposal or shipment of household goods, and the temporary unavailability of adequate housing at the new duty station.
  - A member of the immediate family performs unaccompanied travel between authorized points other than those for the employee's travel.
  - In advance of the employee's reporting date, immediate family members must travel to the new official station for acceptable reasons, such as to enroll children in school at the beginning of the term.
5. The use of more than one POV would **ONLY** be authorized when it has been determined by DOE that it would be more advantageous and cost effective to the Government to transport your private owned vehicle to the new official station versus having you or an immediate family member drive the privately owned vehicle to the new official station.

6. Per diem should be reduced if annual leave is taken in conjunction with official travel to the new duty station. If annual leave is for ½ or less of the prescribed working hours, full per diem is allowed. If annual leave is for more than ½ of the prescribed daily working hours, no per diem is allowed.
7. If lodging costs are incurred during stays with friends or relatives, the costs incurred by the host must be fully documented by them, the amounts paid must be reasonable (less than commercial lodging), and the payments to friends/relatives be based on factors such as the need to hire extra cleaning help, rent furniture, payment of higher utility bills, etc.

*Reimbursement* - Receipts are required for lodging and all expenses over \$75.00.

- o Reimbursement for mileage rates for travel to new duty station is as follows:

<u>Occupants of POV</u>	<u>Mileage Rate (per mile)</u>
1. Driver Only	.15
2. 2 Persons	.17
3. 3 Persons	.19
4. 4 or More Persons	.20

- o Reimbursement will be paid based on the most direct, as well as, an average of 300 miles per day. Other reimbursable expenses include the cost of ferry fares, bridge, road, or tunnel tolls.
- o The per diem allowance of \$85 CONUS rate effective January 1, 2000, consists of a lodging amount not to exceed \$55 and an amount for M&IE of \$30 for meals, lodging, fees, tips, laundry, transportation between places of lodging and places where meals are taken, and telegrams or telephone calls necessary to reserve lodging accommodations.
 

- Employee (or unaccompanied spouse)	\$85.00
- Accompanying spouse	\$66.75
- Each member 12 years or older	\$63.75
- Each member under 12 years	\$42.50
- o When more than one member of the family are traveling together, it is important to remember to obtain the single occupancy rate for the hotels. The single rate for each hotel expense is used to calculate the maximum per diem. The M&IE rate of \$26 is then added to the actual cost of the lodging to establish the per diem rate for each day, not to exceed the maximum CONUS rate of \$80 per day.



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### PART 302-2--ALLOWANCES FOR SUBSISTENCE AND TRANSPORTATION

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[302-2.1](#) For the employee.

[302-2.2](#) For members of an employee's immediate family.

[302-2.3](#) For use of a privately owned automobile in connection with permanent change of station.

[302-2.4](#) Advance of funds.

**Authority:** 5 U.S.C. 5738; 20 U.S.C. 905(a); E.O. 11609, 36 FR 13474, 3 CFR, 1971-1975 Comp., p. 586.

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